

Retention and Classification Report

Agency: Department of Public Safety. Office of Professional Standards
(811)
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Salt Lake City, UT 84119
965-4533

Records Officer Robert Anderson

16896 Investigation case files

AGENCY: Department of Public Safety. Office of Professional Standards

SERIES: 16896

3

TITLE: Investigation case files

DATES: 1936-

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION: 6.00 cubic feet.

DESCRIPTION:

These records document investigations of employees, civil and criminal, department investigations and any other investigation that might be requested by the Commissioner. The investigations may be motivated by citizen complaints, or department suspicions. These investigations may or may not involve disciplinary action. In the course of these investigations, Internal Affairs determines whether the allegations/criticisms are unfounded, not sustained, or sustained; whether the person should be exonerated, and/or whether a criminal complaint should be filed. The files include personnel complaint forms, badge number when applicable, correspondence, written notes for interviews, photographs, polygraph examination and results, clearing house files, and possible criminal complaints. Personal identifiers may include: age, alcohol or drug addiction, appearance, assets and debts, birthplace, brothers and sisters, checking and savings accounts, civil/criminal court involvement, condition of living quarters, credit rating, current and past addresses, date of birth, dental history, driver's license number, educational level, employer, employment history, ethnic group, expenditures, family history, food purchase and consumption, grade average or class standing, ownership, income, job position information (grade/step, etc.), marital status, medical information, membership in groups, military service, mortgage information, motor vehicle ownership, name, national origin, name of kin, number of children, occupation, occupational preferences, occupational licenses, parent's birth information, personality inventory, physical characteristics, physical disabilities, police records, political affiliations, property ownership, psychiatric information, public housing occupancy, race, references, religious preferences, salary, salary withholdings, security/other investigations, sex, signature, social security number, telephone number, and victim information.

RETENTION:

Retain 7 years after initiation.

DISPOSITION:

Destroy provided all pending adjudication has been resolved

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(continued)

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 66.

AUTHORIZED: 07/20/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after the year of initiation and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy provided all pending adjudication has been resolved.

APPRAISAL:

Administrative Legal

If an employee is dismissed due to the investigation then the investigation file is transferred to the original department personnel file to be maintained with that Records Series. Presently the Department of Public Safety Policies and Procedures I-19, revised February 20, 1986 reflects only a five year retention on these files. That policy is currently undergoing changes which will reflect a seven year retention on these files.

PRIMARY CLASSIFICATION:

Protected